

Retention and Classification Report

Agency: Orem (Utah). Development Services (3030)

56 N. State Street
Orem, UT 84057

Records Officer Tara Calancea

13497	Building plans and specifications
24050	Capital improvement projects
23032	Construction standards and specifications
23029	Contractor information files
23028	Contractor inspection forms
22971	Contractor right-of-way permits
16485	Drawings
23118	Engineering monthly reports
24047	Engineering secretary duty book
22975	Plan design files
85161	Planning Commission meeting minutes
23012	Plat log
23120	Private residential developments cost sharing files
23031	Worksite plans log

AGENCY: Orem (Utah). Development Services

SERIES: 13497

3

TITLE: Building plans and specifications

DATES: undated

ARRANGEMENT: alphabetical

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Orem (Utah). Development Services

SERIES: 13497

TITLE: Building plans and specifications

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 24050

3

TITLE: Capital improvement projects

DATES: ca. 1919-

ARRANGEMENT: Chronological, thereunder alphabetical by subject

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the contracts, bid breakdown and original specifications for capital improvement projects (CIP) for the city. Included are, change orders, applications for payments, bid breakdown, contract documents, original specifications, change orders, preliminary design work, and Design Department's preliminary work which includes right of way acquisitions, surveying easement, plat maps, and contact names and phone numbers.

RETENTION:

Retain Transfer to Archives after 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 12/12/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Orem (Utah). Development Services

SERIES: 24050

TITLE: Capital improvement projects

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public UCA 63G-2-201 (2008).

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (4)(2008). Federal identification number

AGENCY: Orem (Utah). Development Services

SERIES: 23032

3

TITLE: Construction standards and specifications

DATES: ca. 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION:

Retain in agency custody permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

AUTHORIZED: 07/05/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Orem (Utah). Development Services

SERIES: 23032

TITLE: Construction standards and specifications

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23029

3

TITLE: Contractor information files

DATES: ca. 1980-

ARRANGEMENT: Alphabetical by contractor name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These forms are used to document personal contractor information for contractors with licenses to work in the city right-of-way. The information is used to verify that insurance, bond and license are current, as well as for contact purposes. Examples of projects these contractors perform for the city include the installation and repair of laterals, mains, utilities and concrete work. Information includes name, address, phone number, contractor code classification, insurance certificate with insurance name and expiration date, date cash bond was received and Utah license information including expiration date.

RETENTION:

Retain 1 year or until bond is returned to contractor.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until bond is returned to contractor and then destroy.

Computer data files: Retain in Office for 1 year or until bond is returned to contractor and then delete.

AGENCY: Orem (Utah). Development Services

SERIES: 23029

TITLE: Contractor information files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23028

3

TITLE: Contractor inspection forms

DATES: ca. 1980-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are forms that the municipal project manager completes documenting the inspection of job sites which are located in the public right-of-way. The project manager examines the jobsite to determine compliance with city code. Examples of inspected projects are water and sewer laterals, water and sewer mains, curb, gutter and sidewalk work. Information includes permit number; address of job site; contractor's name; date, time and type of inspection; and inspection pass or fail status. Also included is information about the sewer tie-in for clean out should the inspection be of a sewer lateral. The information from this form is entered into the agency database, and is occasionally referred to if problems arise with a particular job site.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Orem (Utah). Development Services

SERIES: 23028

TITLE: Contractor inspection forms

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 22971

3

TITLE: Contractor right-of-way permits

DATES: ca. 1919-

ARRANGEMENT: Chronological by year, thereunder, by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record series consist of permits issued to private contractors to work in the city right-of-way for water and sewer laterials, water and sewer mains, curb, gutter, sidewalk, utilities, sump, storm drain, and sidewalk replacement. They include contractor name, permit number, issuing and expiration date, address of job, and conditions of permit use.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 12.

AUTHORIZED: 06/05/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after bond expires and then destroy.

Computer data files: Retain in Office for 1 year after bond expires and then delete.

APPRAISAL:

Administrative

AGENCY: Orem (Utah). Development Services

SERIES: 22971

TITLE: Contractor right-of-way permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 16485

3

TITLE: Drawings

DATES: 1935-

ARRANGEMENT: Alphabetical by type of map.

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are drawings from the City Engineer.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Orem (Utah). Development Services

SERIES: 16485

TITLE: Drawings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23118

3

TITLE: Engineering monthly reports

DATES: ca. 1980-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a monthly report compiled by members of the office staff used to inform the various divisions of Public Works and the city manager of the status of current Public Works projects. Types of projects include design, construction, traffic and private development. Information includes the following for each project: account number, description, budgeted amount, engineer, opening date, who contract was awarded to, bid amount and permits issued. Also included in the report are ideas and suggestions for each division; current subdivision lists with updated construction information; data on sign installation, signals and pavement markings for the month; traffic counts; development review committee projects list; bond information and sewer and water main lengths.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Orem (Utah). Development Services

SERIES: 23118

TITLE: Engineering monthly reports

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 24047

3

TITLE: Engineering secretary duty book

DATES: ca. 1990-

ARRANGEMENT: by category

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This volume serves as a reference detailing duties and procedures assigned to the engineering secretary. included are procedures dealing with contractors, construction permits, capital improvement projects (CIP), planned residential developments (PRD), community development block grants (CDBG), uniform allowance, deadline projects list, purchase requests, response forms, SummerFest information and timecard training, petty cash procedures and instructions for performing miscellaneous public works procedures.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 11/12/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

AGENCY: Orem (Utah). Development Services

SERIES: 24047

TITLE: Engineering secretary duty book

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Orem (Utah). Development Services

SERIES: 22975

3

TITLE: Plan design files

DATES: 1996-

ARRANGEMENT: Organized by frequency of use

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain drawings and diagrams of water and fuel tanks used in the maintenance and repair of city vehicles.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

AUTHORIZED: 06/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after after disposition of vehicle or until part is redesigned and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 85161

4

TITLE: Planning Commission meeting minutes

DATES: i 1949-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Orem (Utah). Development Services

SERIES: 85161

TITLE: Planning Commission meeting minutes

(continued)

Paper: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23012

3

TITLE: Plat log

DATES: 1997-

ARRANGEMENT: Chronological by date received

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION:

Retain one year in office.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 8.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until superseded and then destroy.

APPRAISAL:

Administrative

AGENCY: Orem (Utah). Development Services

SERIES: 23012

TITLE: Plat log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23120

3

TITLE: Private residential developments cost sharing files

DATES: ca. 1995-

ARRANGEMENT: Alphabetical by subdivision name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the activities of the Private Residential Developments Cost Sharing Program, a program implemented by Orem City funded annually at the discretion of the City Council. Public Works contributes thirty percent of the payment for approved preventative street maintenance costs. Applications for reimbursement from homeowner's associations are processed by the pavement manager and approved or disapproved by the city manager. Information includes the application, the agreement, location, details of work performed, copies of contractor bids, request for payment, limited conversation records, maps or sketches of roads and the developer's contact information.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Orem (Utah). Development Services

SERIES: 23120

TITLE: Private residential developments cost sharing files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Development Services

SERIES: 23031

3

TITLE: Worksite plans log

DATES: ca. 1990-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a log documenting the submission of cutsheets to Public Works. Cutsheets are plan and profile sheets, detailing grade and elevation of municipal worksites and are used by contractors to install and properly grade their work. Examples of types of projects where cutsheets are used are sidewalk installation, storm drain and sewer main work. Information includes date and time cutsheets were received, subdivision name, project name and type, name of engineer who prepared the cutsheet and the name of the submitting engineering company.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

AGENCY: Orem (Utah). Development Services

SERIES: 23031

TITLE: Worksite plans log

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public